

The public disclosure index, or retention schedule report, provides a comprehensive list of King County record types. The index gives a description of the record types, provides information about how long they need to be retained, and identifies those with possible historical value. Here are some instructions on how to read and use the public disclosure index. The public disclosure index is intended to help you identify which records to request and where to go to find them.

- Public disclosure index terminology:
 - Category: a term to describe record types, usually referring to a business function performed by an agency. The county's categories have a three level structure where each level defines a more specific business function than the previous level. The first two levels may help you narrow your search and the third level contains the specific information about the record types.
 - DDS (Department, Division, Section): identifies agencies by their place in the county, i.e. department, division, and section.
 - Disposition Authority Number (DAN): The legal authority to destroy records or transfer them to the archives when their retention is up.
- The index is sorted alphabetically by the Category Code Level 1 and then numerically by Category Code Level 2 and 3 (see figure 1). The three levels of the category code should help you narrow your search. A listing of the first and second level codes and their descriptions can be found on the King County website at <http://www.kingcounty.gov/operations/policies/pdi.aspx>.

- The sections of the public disclosure index:


 King County	RETENTION SCHEDULE REPORT (BY CATEGORY)	Print Date: 08/31/09
Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification. ❶		
Category Code Level 2: 01-General Administration: The activities associated with the day-to-day operations of the county. Includes short-term records that can be disposed of as part of normal administrative practice. ❷		
Category Code Level 3: ACO-01-001 ❸ Category Title: General Office Communications, Meetings and Working Files Category Description (Description of activity): This category represents records created, received and used related to the activities of communicating within and outside the county on general topics related to the business of the county and conduct of general office meetings. As programs and projects develop within the county, it may be necessary to copy initial records from this category to business related categories such as project files, contract administration files, personnel actions, etc. to be retained with the business activity that they support. Category Notes (Examples of records in this category): Records may include but not limited to: general correspondence (not executive or department heads); meeting minutes and agendas (not governing or advisory council, commission or board); calendars; administrative procedures and instructions (not official agency policy); working files containing copies of information for reference (not governing, advisory, executive); forms and templates; training availability announcements and notices; mailing lists. Rule Number (DAN): Combo Rule ACO-01-001 Cutoff: Year end Retention Period: 2 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: This rule is assigned to this category ACO-01-001 Archival Status: Not Archival Archival Remarks:		
Department, Division, Sections (DDS) with access to this category: ❹		
Executive Services (Department of) -Facilities Management-(FA) Finance and Administrative Services		
Executive Services (Department of) -Human Resources-(BU&HRI) Benefits & Health Reform Initiative		
Executive Services (Department of) -Human Resources-(CMS) Compensation Management Services		
Executive Services (Department of) -Human Resources-(CS) Civil Service		

Figure 1 – Public Disclosure Index/Retention Schedule Report

- ❶ The Category Code Level 1 provides a description of a business function at its most general level. In the example above, the level 1 category code is Administration Coordination, which covers a broad range of functions around county administration.
 - ❷ The Category Code Level 2 provides a more specific description of a business function. The level 2 category above is General Administration which covers the day-to-day operations of the county's normal administrative practice.
 - ❸ The Category Code Level 3 contains the information about the specific record type including: a description of the activity, examples of records, the Disposition Authority Number, the retention period, and whether the record types is archival or not.
 - ❹ This section lists the county agencies which produce or maintain this category of records.
- To make a public disclosure request, contact Kelli Williams, King County Public Disclosure Office at kelli.williams@kingcounty.gov or 206-263-9753.